aspire by Acer

Introducing
the not nearly as exciting
**ink on paper version** of...

# My aspire™ Guide

...the printed companion
to the way more fun and
handy on-screen experience of
My Aspire Guide

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# Hey! Wait a minute!

Did you know your Acer Aspire comes with incredible multimedia software that was desigend to show you all the cool stuff your computer can do? This book can be a handy desktop reference, but you'll receive much more in-depth information and instruction by firing up My Aspire Guide software. (It's located on your Windows 98 desktop and in the Tools 'N Stuff folder in Ace.) We're pretty sure you'll have more fun with the software, too.

*(P.S. - If you're reading this because you're having trouble with your computer, check the Troubleshooting section in My Aspire Guide software or the "Need Help?" section in this book.)*

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# Table of Contents

**Welcome** ..... 1
Before You Start ..... 2
Safety Instructions ..... 2
Proper Setup and Placement Tips ..... 4

**An Introduction to Your Aspire** ..... 5
The System: Aspire Microtower ..... 5
Setting Up Your Aspire ..... 6
Turning Your Aspire On and Off ..... 6
The Mouse ..... 9
The Keyboard ..... 10
The Monitor ..... 12
The Speakers ..... 12
Drives on Your Computer ..... 13
Using Your Floppy Drive ..... 15
Formatting a Floppy Diskette ..... 16
Using Your CD-ROM/DVD-ROM Drive ..... 17
Your Data/Fax Modem ..... 18
Accessing the Internet ..... 18
Connecting an Optional Printer ..... 19
Printer Driver Installation ..... 19
Connecting an Optional Serial Device ..... 20
Connecting an Optional Joystick or MIDI Device ..... 21

**Getting the Most from Your Acer Audio System** ..... 22
Playing an Audio CD ..... 22
Adjusting the Volume ..... 22
The Electronic Mixing Board ..... 23

**Adding Options to Your Aspire** ..... 24
Opening/Closing Your Aspire Microtower ..... 24

**Need Help?** ..... 27
My Aspire Guide–Software ..... 27
Troubleshooting–General ..... 34
Troubleshooting–Error Messages ..... 37
Additional Acer Services ..... 39



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Disclaimer of Warranties ..... 40
Standard End User License Agreement ..... 40
System Warranty Information ..... 42
Limited Product Warranty ..... 42
FCC Statement ..... 44
Acer Year 2000 Compliance Statement ..... 45
CD-ROM Safety Warning ..... 46
Caution on Lithium Batteries ..... 46

# Welcome and thank you for

purchasing an Aspire computer. You are now the owner of a multimedia computer system! Already installed on your system and ready to go are software programs designed to enable you to:

- Create personal documents
- Access the Internet and send and receive e-mail
- Use your computer as a fax machine
- Play audio CDs while you're working

and tons more!

Whether you've owned a computer before or not, your Aspire was designed to improve the way you work and to serve your needs now and into the future.





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## Before You Start . . .

Make sure you read this section carefully for proper placement and important Safety Instructions on the use and care of your new computer. Please save these instructions for future reference.

### Safety Instructions

• Follow all warnings and instructions marked on the product.

• Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a cloth mildly dampened with water for cleaning.

• Do not use this product in or near water.

• Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

• Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register, or in a built-in installation unless proper ventilation is provided.

• This product should be operated from the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.

• This product is equipped with a 3-wire grounding-type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.

• Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.

• If an extension cord is used with this product, make sure that the total ampere rating of the equipment plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total rating of all products plugged into the wall outlet does not exceed 15 amperes.

• Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a fire or electric shock.



• Never spill liquid of any kind on the product.

• Do not attempt to service this product yourself; opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel. Service by persons other than Acer authorized service providers may void your warranty.

• Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

**a** • When the power cord or plug is damaged or frayed.

**b** • If liquid has been spilled into the product.

**c** • If the product has been exposed to rain or water.

**d** • If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition.

**e** • If the product has been dropped or the cabinet has been damaged.

**f** • If the product exhibits a distinct change in performance, indicating a need for service.

• Replace battery with the same type as the product's battery we recommend. Use of another battery may present a risk of fire or explosion. Refer battery replacement to qualified service personnel.

• Warning! Battery may explode if not handled properly. Do not recharge, disassemble or dispose of in fire. Keep away from children and dispose of used battery promptly.

• Use only the proper type of power supply cord set (provided in your keyboard/manual accessories box) for this unit. It should be a detachable type: UL listed/CSA certified, type SVT/SJT, rated 6A 125V minimum, VDE approved or its equivalent. Maximum length is 15 feet (4.6 meters).

• Always unplug the computer and monitor before opening the housing or adjusting connections or cables.

• Use power strips with surge protection to protect your computer in the event of a power surge, due to severe weather such as a thunderstorm.



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### Proper Setup and Placement Tips

It's important that your computer be set up correctly and according to your own comfort and ergonomic needs. The following tips should make your workstation a comfortable and healthy place:

**Monitor Level.** Position your computer so that it is at arm's length away and the top third of the monitor viewing area is at eye level. This helps prevent eye and neck strain. To further reduce eye strain, close your eyes and refocus on something other than your computer screen at least twice an hour. Most monitors come standard with a detachable tilt-and-swivel base and adjustable, rear-mounted foot, which allow you to position the monitor exactly where you want it.

**Your Seat.** If you plan to use your Acer computer for extended periods (for example, in a home office environment), select a highly adjustable office chair with a five-pronged base. The seat and chair back should be adjustable, while you're sitting in the chair, for height and tilt, and forward/backward positioning, and the lumbar area of the back should be supported by the chair adjustments or a cushion. Arm rests should conform to your elbow height and shoulder width and should be used for support. For maximum comfort, vary positions frequently throughout the day. Use good posture when seated, keep your head centered over your shoulders and, just like your mother always told you, don't slump over your work.

**Anti-Glare Coating.** Some monitor screens are constructed with a special anti-glare coating, which minimizes reflections that cause eye strain and discomfort. To further reduce eye strain, close your eyes and refocus on something other than your computer screen at least rwice an hour .

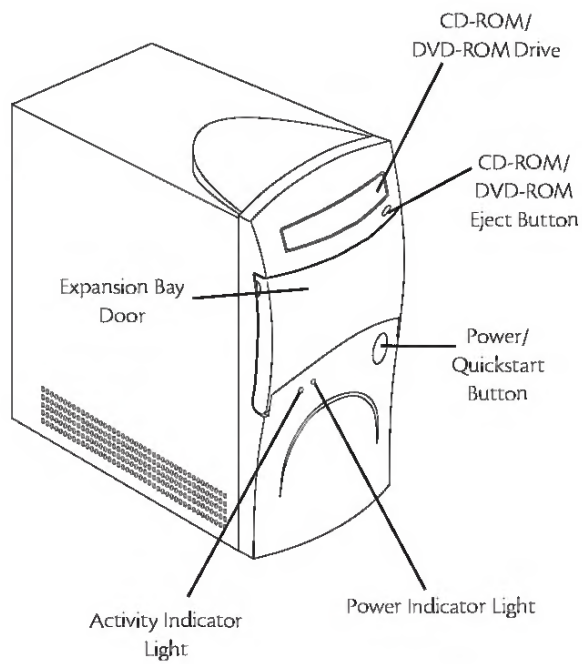
**Task Lighting.** When room lighting is dimmed, there may be insufficient light on documents or reference materials for comfortable reading. A well-lit room or a few directional, adjustable task lights will allow you to see your monitor screen and other materials clearly, and with the least amount of strain.

**Hand and Wrist.** Keep your wrists straight and your forearms parallel to the floor while you are typing. If you use a wrist rest, use it only briefly for resting. Do not rest your hands on the table or on the wrist rest while you are typing. During long periods of typing, frequent breaks are recommended.



# An Introduction to Your Aspire

## The System: Aspire Microtower



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## Setting Up Your Aspire

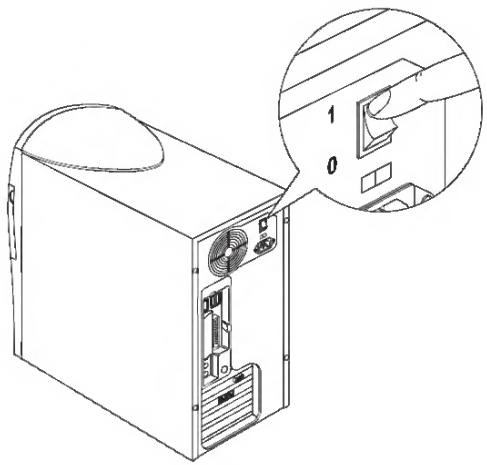
Refer to the Aspire Easy Setup Poster included in your system box for details on how to set up your computer.

## Turning Your Aspire On and Off

You have two options for turning your Aspire on and off. Your Aspire was designed for you with convenience in mind. The Quickstart option allows your computer to instantly turn on and off, without waiting for a long start-up time. If you like the traditional approach better, you can use it instead.

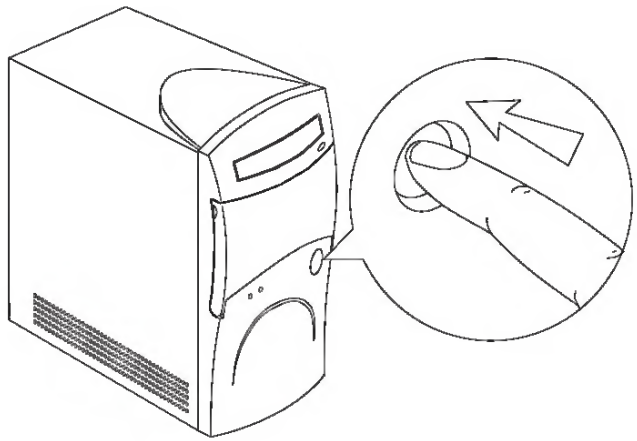
### Turning on your Aspire

**Note:** Make sure that the AC master power switch located on the back of your system is in the ON position. Leave it ON at all times unless the system is being serviced.




**1** • Press and release the monitor power button if it is not on or blinking already.

**2** • Press and release the computer power button (Quickstart or traditional start).



The monitor will begin displaying images after 5-10 seconds. The power button lights on the computer and monitor will be on.

**Note:** If you previously used Quickstart OFF when you were done using your Aspire, your computer will return exactly where it was in just a couple of seconds. If you previously shut down Windows 98, your computer will take 2-3 minutes to start.



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**Turning off your Aspire**

**Option 1: Quickstart OFF** • Your Aspire will continue to run in the Quickstart OFF condition. It will appear that it is OFF. When you press the power button to switch your Aspire to the fully ON condition, it will do it in only a few seconds.

**Option 2: Traditional OFF** • If you want your Aspire to completely power OFF (if you need to unplug it):

**1** • Click on the Windows Start button on the taskbar.

**2** • Click on Shut Down.

**3** • Click on Shut Down the Computer and click Yes. Your computer will guide you through saving any open files and then will shut down Windows 98. Your computer will then turn off all computer power automatically. You will have to manually turn off your monitor after you see the computer power go off.

Refer to My Aspire Guide software for more in-depth options and recommendations for Quickstart and traditional on/off modes.

## The Mouse

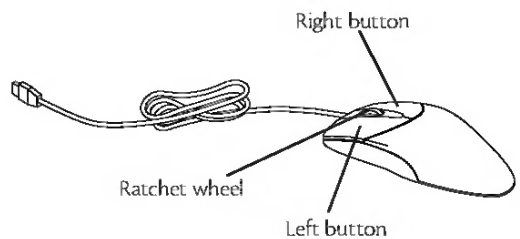
The mouse uses a cursor called a pointer. Pointers come in many different shapes but are most commonly shaped like an arrow.

Your mouse has two buttons: a left button and a right button. Quickly pressing and releasing one of these buttons is called clicking. Sometimes you will need to double-click—or click the same button twice quickly.

In this manual, click means to position your mouse point on an icon and to single click the left button. When a right click is required, this is stated clearly. Double-click also refers to the left button.

The ratchet wheel in between the two buttons is added to provide easier scrolling capability. By simply moving the wheel with your index finger, you can quicky move through multiple pages, lines, or windows. The wheel may also function as a third button allowing you to quickly click or double-click an icon or a selected item

**Note:** If you are left-handed, please refer to your Windows 98 manual for instructions on how to set up your mouse for left-handed use.




### Caring for your Mouse

Pointer movement on the screen is controlled by the movement of a small ball on the bottom of the mouse.

Using a mouse pad under your mouse will help to keep the internal parts of the mouse clean. A dirty mouse results in jerky pointer movement and difficulty getting the pointer where you want it on screen.

**To clean your mouse:**

1 • Turn the mouse upside down.

2 • Remove the ring holding the ball in place by turning it counterclockwise.

3 • Using a lint-free cloth or a cotton swab dipped in rubbing alcohol, clean all moving parts.

4 • Insert the ball back into the mouse, making sure to turn the ring clockwise.





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## The Keyboard

The way keys are used varies from program to program. Here are some of the most common uses:

**Esc key** • exits the current action, screen, or program.

**Tab key** • moves the cursor over a set number of spaces in word processing software. In other types of programs, it moves the cursor from one field (an area on the screen where data can be entered) to the next.

**Enter key** • starts a new paragraph in word processing. In other programs, it accepts data entered or shows that an action is complete.

**Shift key** • pressing this key while typing a letter or symbol key will give you the capital letter or symbol on the top of the key.

**Caps Lock key** • locks the capital letters in place. Pressing it again will take the Caps Lock off. (A Caps Lock indicator light will turn on when the Caps Lock is on.)

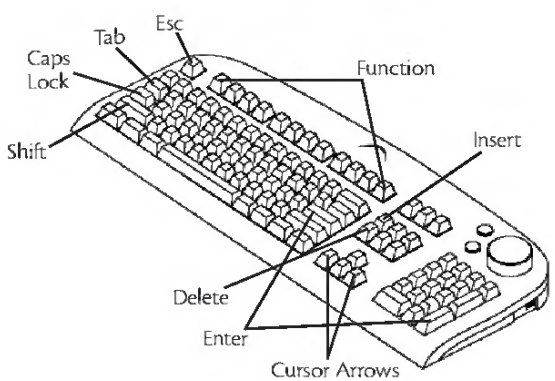
**Function keys** • numbered F1 through F12, each will perform a specific and well-defined function, should an application use them.

**Cursor Arrow keys** • move the cursor in the directions that the arrows point.

**Insert key** • when activated, inserts data vs. typing over/ replacing it.

**Delete key** • will delete data that is highlighted or to the right of the cursor.

**Home key** • takes you to the beginning of a line.




**End key** • takes you to the end of a line.

**Page Up / Page Down keys** • move you up or down a screen at a time.

**Backspace key** • is similar to the delete key above, but it will delete one character at a time to the left of the cursor.

**Alt and Ctrl keys** • have varying functions on their own or when used with other keys, depending on the software being used.

**Num Lock key and numeric key pad** • when the Num Lock/Num Pad key is on, the keys on the numeric key pad can be used for entering numbers. When it's off, these keys become arrow keys, page up and page down keys–as indicated on the bottom half of the key.

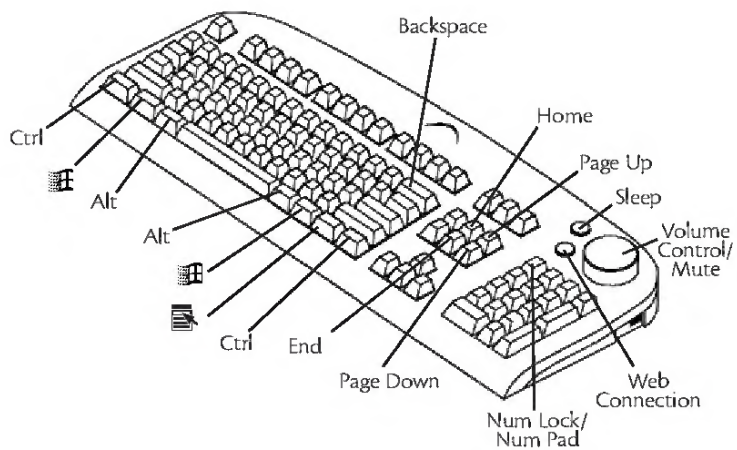
**Sleep** • puts your computer into sleep mode.

**Volume Control / Mute** • controls the speaker volume. Press to mute.

**Web Connection** • starts up the Internet browser.

• brings up the Windows 98 START menu.

• displays drop-down menus from icons (same as right click) and currently active applications.





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## The Monitor

Refer to the manual that came with your Aspire monitor for more information on the monitor features.

## The Speakers

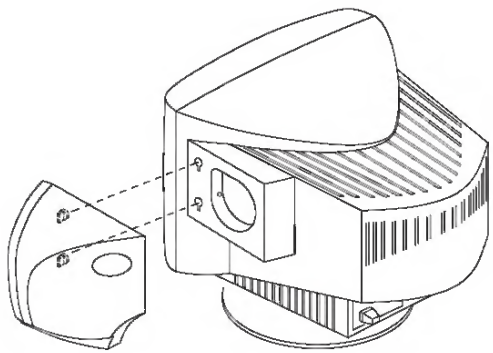
Your system comes with a uniquely-designed set of speakers that can be attached to the monitor.

To connect the speakers to the monitor:

**1** • Locate the left and right speaker brackets that came with your speaker package.

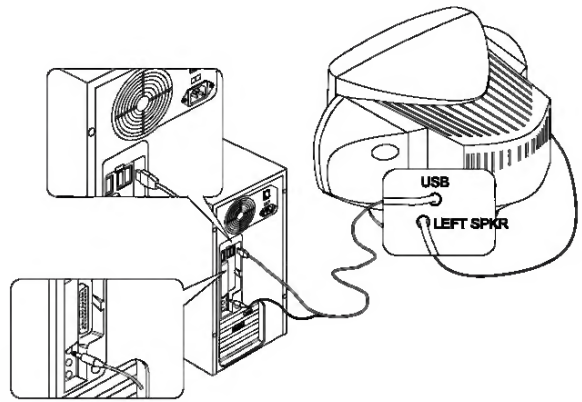
**2** • Locate the brackets on the sides of your Aspire monitor.

**3** • Align and insert the holdfasts on the speakers into the key holes. Then slide the speakers down to secure them to the brackets. See the following figure:



Unlike ordinary speakers, the speakers that came with your Aspire system do not use a power adapter. Instead, it shares power with your system via the USB interface.

Connect the speakers to your system as shown in the following figure:




## Drives on Your Computer

Whether it's the software program that you bought from your local computer store or the shopping list you just typed up using your word processor, all information in a computer is stored electronically.

To save (write) data or retrieve (read) data, the computer uses a drive. There are different ways to store data, and every different type of data storage has a specific drive.

Three different types of drives come with your Acer computer:

### The Hard Drive

Your fixed or hard drive is located inside your computer. This drive is typically called the C: drive in Windows 98.

### The Floppy Drive

This drive uses removable 3.5-inch floppy disks and is called the A: drive.



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### The CD-ROM Drive

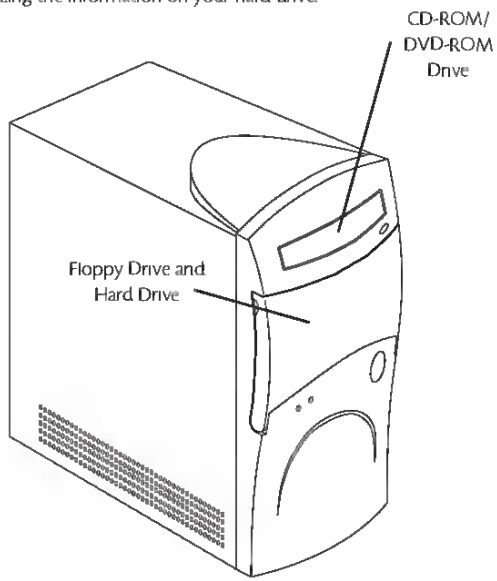
The CD ROM drive uses CDs (Compact Discs) instead of floppy disks, and it is Read Only Memory, which means that the computer can read data from the disc, but cannot write anything new on it. It is typically called the D: drive. On some computers, the CD-ROM may be another drive letter. Please refer to My Computer for the current drive letter assignment on your Windows 98 desktop.

### The DVD-ROM Drive

The DVD-ROM (Digital Versatile Disc or Digital Video Disc Read Only Memory) is a new type of CD-ROM. It can hold capacities ranging from 4.7 GB to a maximum if 17 GB, and can support access rates from 600 Kilobytes per second to 1.2 Megabytes per second. It is backward-compatible with CD-ROMs which means that DVD players can play not only DVD-ROMs, but old CD-ROMs, CD-I disks, video CDs, and CD-R disks as well. DVD uses MPEG-2 to compress video data.

**Note:** All of the information you save on your hard drive takes up space, so you will want to clean it up periodically to maintain the best performance.

Refer to My Aspire Guide for more information on scanning and analyzing the information on your hard drive.





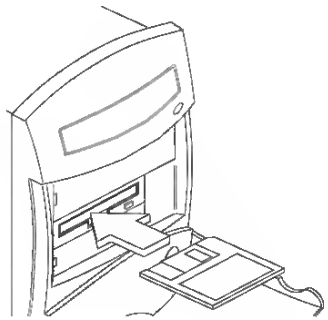

## Using Your Floppy Drive

Floppy disks are used for putting data into your computer or for taking it out.

1 • Insert the floppy disk into the drive, as shown. (The metal circle on the disk's underside should be facing down.)

2 • Push it in gently until it pops into place.

3 • Remove the floppy disk by pressing the eject button.



### Why Disks? (Or Discs, For that Matter...)

The advantage of a floppy disk or CD is that it makes data portable. Practically all newly purchased software comes in one of these two formats. Data is often exchanged between computers on floppy disks. Be aware that there is an inherent danger of virus infection in casual swapping or sharing of floppy disks with your friends and associates. Files, applications or programs downloaded from the Internet also carry possible danger. Refer to My Aspire Guide or page 30 for more information.



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## Write Protecting a Floppy Diskette

When the write protect notch is open, data cannot be written to (saved on) the disk. The notch must be closed for data to be written to (copied on) the disk.

Write protecting diskettes is a good way to keep them safe from viruses, should you use them in a different computer.

**Write-Protect Tab**
(can be saved on)

**Write-Protect Tab**
(cannot be saved on)

## Formatting a Floppy Diskette

A floppy disk is, basically, just a thin piece of magnetic tape on which data can be stored electronically. Most floppy disks are protected with a hard plastic case.

Before a floppy can be used, it must be formatted, or made ready to accept data.

**Note:** Many stores sell pre-formatted 3.5" floppy disks.

**1** • Make sure your floppy is not write-protected. (See sidebar for instructions)

**2** • Insert the diskette into your floppy drive.

**3** • Click on the **Start** button, point to Programs, and click on Windows Explorer.

**4** • Point to 3.5" Floppy (A:) under My Computer.

**5** • Click on the right mouse button, then select Format.

**6** • Click on **Start**.

**Cautions:**

• Formatting a disk removes any data that might have been saved on that disk.

• Be sure to keep your disks away from heat and other magnetic items that can damage the disk and the information on it.

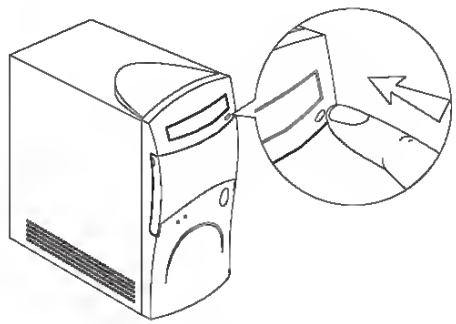
## Using Your CD-ROM/DVD-ROM Drive

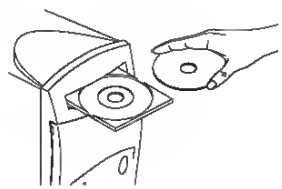
Unlike floppy disks, CD-ROM/DVD-ROM discs can be used only for putting data into your computer. Your Acer computer can use two types of CD-ROM discs: audio discs or data discs.

Data CDs can hold a lot of information and very large programs. One CD can hold more information than is contained on 450 floppy diskettes.

Press the eject button to manually open or close the CD tray. To insert a CD or a DVD, place it in the tray with the title side facing up, then press the CD eject button to close it.

**Note:** It may take up to 30 seconds for a disc to stop spinning before the drive opens up. If you try to run the software when you first insert the CD (or DVD) and you get an error message like Drive Not Ready, wait a few seconds, then try again.





**Note:** Your CD-ROM/DVD-ROM drive will probably emit a sound like that of a fan. Unless you are having other problems with your drive, you should not be concerned.

## Caring for your CDs and DVDs

A CD/DVD has two sides.

- The title side tells you which CD/DVD it is.
- The data side stores all the data.

CDs and DVDs are fragile, so when handling your CDs or DVDs, hold them by the edges to avoid leaving smudges or fingerprints. Always keep them in a disc case when not in use to avoid scratches or other damage. *Any kind of dirt or damage can affect the data on the disc, impair the disc lens reader on the CD-ROM and DVD-ROM drives, or stop the computer from successfully reading the disc.*

To clean your CDs and DVDs, use a clean, dust-free cloth and wipe in a straight line from the center to the edge. Continue around the whole disc. (DO NOT wipe in a circle.) You can also periodically clean your CD-ROM/DVD-ROM drive to prevent problems from reading CDs/DVDs on your computer. For more information, refer to the Cleaning Kit that came with your system.





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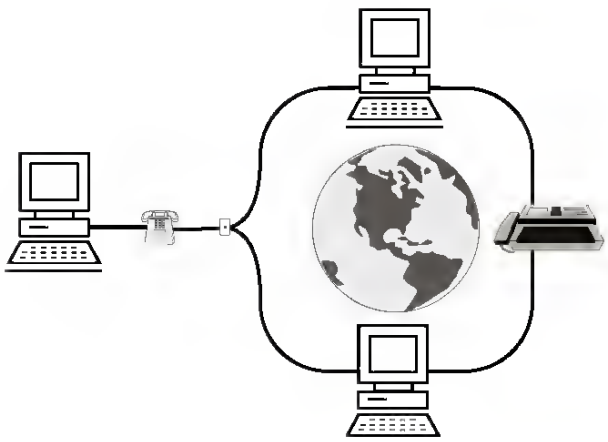
## Your Data/Fax Modem

Your data/fax modem makes it possible for you to communicate electronically around the globe

Once you've plugged your telephone line into your Acer computer, you can

- Access the Internet*
- Send and receive faxes
- Send and receive e-mail*



## Accessing the Internet

Your Aspire computer comes with the ability to link to the Internet** With the Internet you can visit Acer for updates, send e-mail to friends and family, book vacations, read up on the latest blockbuster movie, and much, much more All you need is a phone line to hook the modem up to, and an account with an Internet Service Provider

* Requires an account with an Internet service provider

** You may be required to pay toll charges, monthly or hourly usage fees, and other setup charges.

Check with the Internet Service Provider for details

## Connecting an Optional Printer

**1** • Make sure your computer is completely turned off (see p 6)

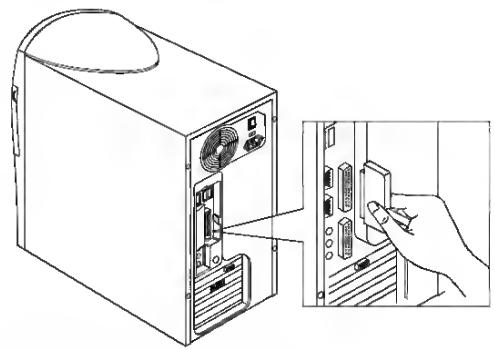
**2** • Connect the printer cable purchased with your printer from the printer to the printer port on the back of your computer

**3** • Plug your printer power cable into a wall outlet or power strip

**4** • Turn on the printer

**5** • Turn on the computer

**Note:** For printer driver installation to go smoothly, it is important to turn on your printer first so Windows 98 can recognize that a printer is connected to the computer



## Printer Driver Installation

To print from your Aspire, you need a printer driver – a program that tells your computer what kind of printer it is printing to

Windows 98 has automatic detection for all of the more popular printers. If your printer is not available in Windows 98, look in the printer's user guide for instructions. Please contact the manufacturer of your printer if you have problems or questions.

**1** • Click on the **Start** button

**2** • Point to Setting, then click on Printers

**3** • Select Add Printer, and double-click

**4** • Follow the directions on the screen, and be sure to test the printer when prompted

You should now be able to print successfully from your Aspire.





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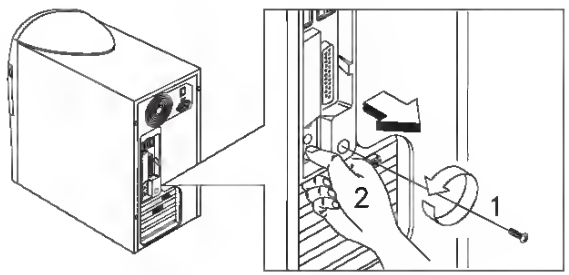
## Connecting an Optional Serial Device

**1** • Before you proceed, make sure your computer is completely turned off (see p. 6)

**2** • On the back of your computer, remove the screw that holds the rear panel cover

**3** • Lift the rear panel cover to detach it from your computer




**4** • Locate the two serial ports on the back of your computer

**5** • Plug your serial device cable into either of these two ports

## Connecting an Optional Joystick or MIDI Device

**1** • Before you proceed, make sure your computer is completely turned off (see p. 6)

**2** • Remove the rear panel cover (see steps 2 and 3 of the previous section)

**3** • Locate the Game/MIDI port on the back of your computer

**4** • Plug your joystick or MIDI device cable into this port







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# Getting the Most from Your Acer Audio System

## Playing an Audio CD

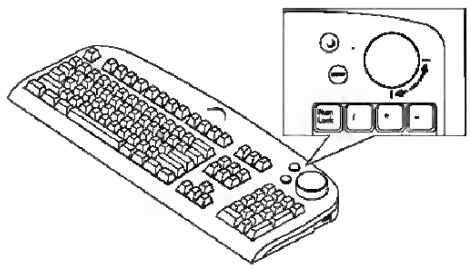
Would you like to play a little music while you work? Pop your favorite audio CD into the CD-ROM drive, wait ten to twenty seconds and, voila! Music!

When the Windows 98 CD Player is running, the program icon will display on the task bar at the bottom of the screen.

## Adjusting the Volume

There are three ways you can adjust the volume on your audio CD.

1 • Turn the volume knob on your keyboard to increase or decrease the volume. Press the knob to mute.



2 • Click on the **Volume** icon on the task bar at the bottom of your screen.

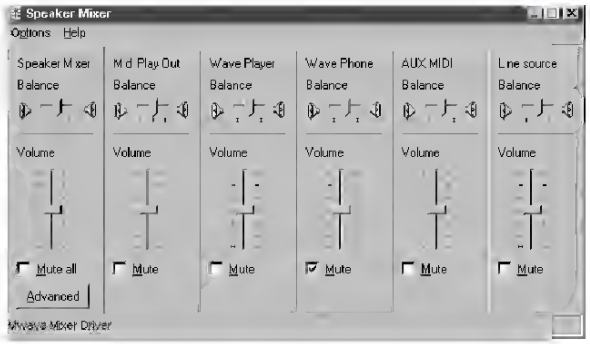
A volume control will pop up. Drag the volume control lever with your mouse until you find the level you want.

3 • Double-click on the **Sound** icon to use the electronic mixing board.

## The Electronic Mixing Board

Your Aspire computer comes with an electronic mixing board that enables the experienced audiophile to make the most of the stereo sound system.

1 • Double-click on the **Volume** icon on the task bar at the bottom of your screen. The Speaker Mixer window will open.




2 • All of the options on this screen can be adjusted by dragging the slider bars.

**Note:** The controls were balanced in the factory. We recommend that you do not change these settings unless you have some familiarity with sound mixing.





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# Adding Options
## to Your Aspire

### Connecting USB Devices

The Universal Serial Bus (USB) on you Aspire allows for easy and convenient expansion options. With it, installing devices such as digital cameras, scanners, and joysticks is a breeze.
Please refer to My Aspire Guide software for complete descriptions and question-and-answer troubleshooting information regarding USB devices.

You can add hard drives, memory, expansion cards, and other options to your Acer Aspire. For directions on upgrading and how to disassemble the computer chassis, please refer to My Aspire Guide software.

You can find information regarding your motherboard jumper settings by referring to the panel inside your Aspire chassis.

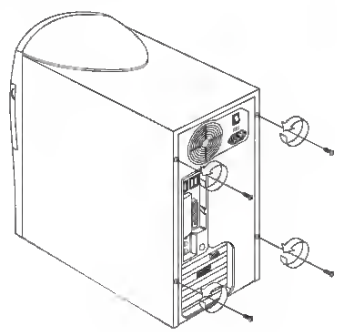
### Opening/Closing Your Aspire Microtower

**Caution!** Always turn off your computer and unplug it before opening the case. For more information on the complete system shut-down, refer to "Turning Your Aspire On and Off" on page 6.

#### Removing the Cover Panel

**1** • Place the system on a flat surface.

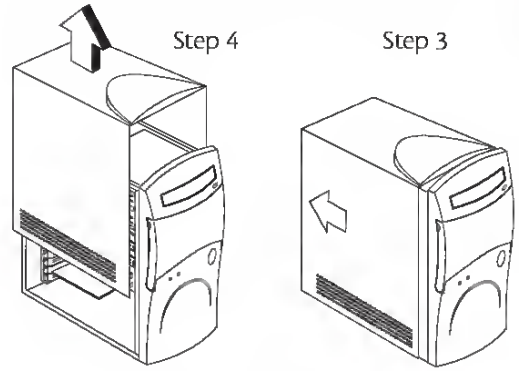
**2** • Remove the four screws from the rear panel. Set the screws aside. You will need them when replacing the cover.



**3** • Push the cover slightly backward as shown in the following figure.

**4** • Lift up the cover.

**Note:** For directions on upgrading and assembly/disassembly of the computer chassis, please refer to My Aspire Guide software.

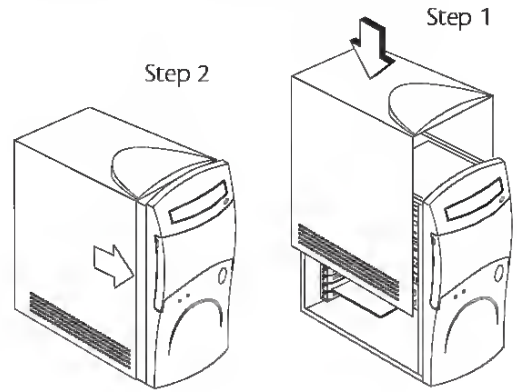



#### Replacing the Cover Panel

After you install the system components into the housing, you must replace the cover panel.

**1** • Position the top cover on the housing, aligning the sides with the rails.

**2** • Slide the cover forward until it fits into place.




### Electrostatic Discharge Precautions

Always observe the following electrostatic discharge (ESD) precautions before installing a system component.

- ESD can cause permanent damage to your computer.
- Do not remove a component from its antistatic packaging until you are ready to install it.
- Wear a wrist grounding strap before handling electronic components. Wrist grounding straps are available at most electronic component stores.
- At a minimum, keep a hand in contact with the metal system housing to reduce the ESD effect.





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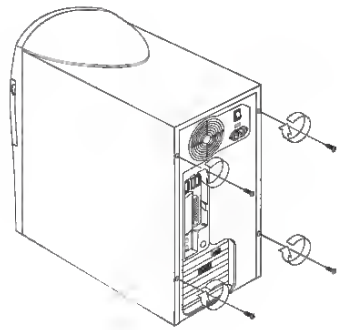
**3** • Secure the cover with the screws



# Need Help?

Acer is dedicated to bringing you a reliable and easy to maintain computer. We realize, though, that problems can arise unexpectedly. Therefore, your Aspire computer comes pre-installed with a suite of tools to provide easy maintenance and help when using your computer. My Aspire Guide is a handy online technical reference guide including pictures and videos. My Aspire Guide integrates all of your computer's diagnostic and maintenance tools. Its Service Center is where you go to prevent or correct problems that may occur.

## My Aspire Guide–Software

My Aspire Guide comprises the following areas:

• **Welcome** gives you a brief introduction about the My Aspire Guide software.

• **Service Center** provides tools that will help you prevent or correct problems that may occur while using your computer.

• **Maintenance** provides routine maintenance tools and information on how to take care of common computer components.

• **How To...** tells you how to install components and software on your computer, as well as how to customize it.

• **Software Training** gives step-by-step instructions on how to properly run the software installed in your computer to take full advantage of its features.

• **Troubleshooting** gives advice on how to solve common problems that may occur on your computer.

• **Customer Service** gives information on where and how to get help from Acer and other vendors of your computer.

• **Glossary** contains the definitions of the technical terms used in the My Aspire Guide software.





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## Service Center

The Service Center contains four segments:

• **Diagnostics Tools** provides utilities to assist you in testing your computer and its components to ensure that everything is functioning correctly

• **Maintenance Tools** provides tools to keep your computer running smoothly and operating at optimal performance.

• **Repair Tools** provides tools to fix minor problems that may occur on your computer

• **Support Options** provides ways to get help from Acer or other vendors of your computer

### Diagnostics Tools Menu

The Diagnostics Tools Menu has the following options to choose from:

• *Hardware Diagnostics*
The Hardware Diagnostics option contains tests that you can run to verify the functionality of your computer's hardware components. If you suspect that you may have a hardware component failure, you will need to run this program prior to contacting Acer Technical Support.

**1** • Select the Hardware Diagnostics option.

**2** • Follow the directions on the screen

• *Windows Registry Checker*
A number of Windows problems are caused by incorrect or corrupted registry entries. Use this tool to verify your registry health, fix problems or to make a backup copy.

**1** • Select the Registry Repair option

**2** • Follow the on-screen directions and tips

**3** • Wait for the results to be displayed.



### Maintenance Tools Menu

When you enter the Maintenance Tools menu, you will have the following options to select from.

• *In/Uninstall Software*
This option enables you to install or uninstall software titles and selected software drivers that are preloaded on your system.

To install, simply select the Install Software option.

To uninstall, simply select the Uninstall Software option.

• *Defragment Hard Drive*

This is a Windows 98 option designed to help keep data stored on the hard drive in an optimal configuration for performance and reliability. We recommend this program be run 1-2 times per year.

**1** • Select the Defragment Hard Drive menu item.

**2** • Choose the default drive "C:" to run the test.

**Note:** We recommend that you turn off the screensaver or any other programs that use the hard drive while scanning the hard drive. If any program attempts to access the hard drive, the scan or defrag will restart.

• *Scan Hard Drive for Errors*
This is a Windows 98 option for finding and correcting errors on your hard drive. You should run this program every 2-3 months to avoid loss of data due to problems with the storage of information.

**1** • Select the Scan Hard Drive for Errors option

**2** • Click on Start to run the Standard Scan.

**3** • This test will take a while to complete. Throughout the scan, you may be asked if you wish to correct any errors that have been located. We recommended that you allow the program to fix these problems. In some cases you may be warned that you could lose data. This is normal and most data that is corrupted may not be needed. Each error needs to be treated on a case-by-case basis.

**4** • Once the program has been completed you will be asked if you wish to scan another drive. Under the Standard Scan, this will not be necessary and you may exit the program.



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• *Maintenance Wizard*
The Windows 98 Maintenance Wizard allows you to configure multiple common housekeeping chores for your computer to run automatically. These include Disk Defragmentation, Scan Disk and Disk Clean-Up (this removes unwanted and unused files from your hard drive).

**1** • Select the Maintenance Wizard option.

**2** • You will be offered the choice of Express or Custom set-up. Choose Express until you have a clear understanding of what each of the various tools does.

**3** • Follow the step-by-step directions to set up your own maintenance schedule.

• *Virus Scan*
This anti-virus program is designed to scan and clean computer viruses from your hard drive, floppy drive and computer. A manual scan on the hard drive should be performed on a regular basis to ensure the integrity of your computer data. In addition, it is important to update your virus scanning software on a regular basis. Fixes for newly discovered viruses may not be included in the original software provided with your system. Please contact the vendor of your anti-virus software for updates and pricing.

**1** • Select the Virus Scan option.

**2** • Select the drives, directory, or files you want to scan.

**3** • Once you have made your choices, you may select the scan option to begin the virus check. If the Virus scan finds any infected files, it will list several options for you to follow.

**Repair Tools Menu**

The Repair Tools menu includes the following options:

• *Aspire Time Machine*
If your system was in good health yesterday or last week, use this tool to take your system's critical files back to that time.

**• If you are running Windows, do the following:**
**1** • Select the Time Machine option.

**2** • Follow the on-screen directions and tips.

**3** • Wait for the results to be displayed.



**• If you are running DOS, do the following:**
**1** • Boot from System Recovery CD.

**2** • Select the Time Machine option.

**3** • Select the date you want to restore your system to.

**4** • Follow the on-screen instructions and tips.

**5** • Wait for the results to be displayed.

• *System Recovery CD*
The System Recovery CD includes a set of programs designed to restore your computer to its original factory software configuration. You should back up your data prior to using these utilities. The System Recovery CD has different types of repair options. Choose the option you need carefully because some may delete all of your personal files.

**• Software Install**
This option enables you to install software titles and selected software drivers on your system by simply loading the System Recovery CD in the CD-ROM/DVD-ROM drive. Installation is done automatically.

**• Recovery**
**Non-Destructive Rebuild.** If your problems are not resolved by Aspire Time Machine, select this option to restore Windows 98. You will not lose any personal files, but applications that were installed after you purchased your computer may not function correctly. You may need to reinstall these applications.

**Full Hard Drive Rebuild:** If you continue to have problems after trying the other options, you may need to rebuild the hard drive back to its original factory configuration. This option will partition, format and reload the hard drive. All personal files will be lost. Be sure to back up your files before you run this option.

**1** • Before you start, make sure you have closed any open applications and saved your files.

**2** • Insert the System Recovery CD in the CD-ROM/DVD-ROM drive.

**3** • When the main screen appears, select the Recovery option.

**4**• Select the Full Hard Drive Rebuild option. The system will restart and boot from CD.



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**5** • After the computer has rebooted, you will have multiple options. Choose Rebuild HDD.

**6** •After you have confirmed the rebuilding process, the program will automatically reconfigure your hard disk back to its original factory configuration.

**7** •After the rebuilding process, your CD-ROM/DVD-ROM tray will automatically eject. Remove the System Recovery CD, close the tray and press any key to restart the system.

Support Options

• *Acer Support on the Web*
Selecting this option automatically connects you to Acer's local help center site on the World Wide Web. This site is available 24 hours a day and provides you with the latest information on Acer computers and solutions to common computer problems.

**Note:** If you are not yet connected to the Internet when you select this option, a dialog box prompting you if you wish to establish a dial-in connection to your Internet Service Provider (ISP) will appear. Select the option that will establish an Internet connection.

• *Who to Contact for Support*
You will find this option very helpful especially when you are experiencing major problems with your computer. This option provides you a list of who to contact for technical support.

### Maintenance

The Maintenance area contains the following options:

• **ScanDisk** checks your hard disk for possible errors.

• **Disk Defragmenter** rearranges files and space to enable programs to run faster.

• **Disk Cleanup** searches your hard disk for unwanted program files that you can delete.

• **Maintenance Wizard** lets you schedule utilities to run on a regular basis.

• **Floppy Drive Cleaning** gives tips on how to clean your floppy drive.

• **Mouse Cleaning** gives tips on how to clean your mouse.

### How To...

This section contains information on how to upgrade and customize your computer according to your needs and preferences. It is divided into two segments: Hardware and Software Questions. Related information follows each segment. Simply click on the desired task to perform and follow the on-screen instructions.

### Software Training

There are several software packages preloaded on your computer. To take full advantage of the software, you need to know how to use it. This section of the My Aspire Guide not only gives you step-by-step instructions on how to do common and useful tasks, but also makes learning fun and easy.





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## Troubleshooting–General

Refer to My Aspire Guide software for complete troubleshooting information on your system.

Here are some answers to commonly asked questions:

**The Start button is not displayed on screen.**
The taskbar has either been resized too small or it is in a hidden location.

To retrieve the taskbar

1 • Press the **Start** key on the keyboard.

2 • Press the **Esc** key to close the start menu. (The taskbar is still selected.)

3 • Press the **Alt + Spacebar** keys together and select "size."

4 • Use the **Arrow** keys to resize the taskbar to the desired size and press the **Enter** key when done.

**My computer will not shut off completely.**
For more information and recommendations regarding the use of Quickstart and Traditional power on/off, refer to My Aspire Guide software.

**My CD-ROM does not always work, andit does not eject all the time.**
1 • The CD being used is most likely dirty or scratched. Clean the CD.

2 • If cleaning the CD doesn't correct the problem, refer to My Aspire Guide and choose Diagnostic Tools Menu, CD Checker.

**My keyboard doesn't work.**
1 • Press the **Caps Lock** key several times to see if the keyboard LED light turns on and off.

2 • If it does not, make sure the keyboard cable is securely plugged into the back of your computer.

3 • If the problem persists, refer to the Acer Service Center and choose Diagnostic Tools Menu, Hardware Diagnostics.

**My modem connects, but there's no dial tone.**
1 • Check to see if the phone lines (in and out) are properly connected–sometimes the line to the phone and the line to the wall jacks are reversed. If needed, refer to the Easy Setup poster that came with your Acer computer.

2 • Ensure that all phones using this line have been hung up.

**My modem does not work.**
1 • Ensure that the line from the wall jack is plugged into the jack on the back of the computer labeled **Line** or **Wall**.

2 • Ensure that the line from the wall jack to the computer is tightly plugged in on each end.

3 • If the modem still doesn't work, disconnect any phones or other equipment that may be on the same line.

4 • If the modem still doesn't work, temporarily disable any special services on the line, such as call waiting.

**My monitor remains dark when system is turned on**
1 • Make sure that the monitor power indicator is lit.

2 • Check brightness and contrast settings.

3 • If the problem persists, ensure that the monitor is plugged in and the cable from the monitor to the computer is securely attached.

**My monitor will not turn on.**
1 • If the monitor **Power** button light is not lit, verify that the monitor is plugged in to a power source.

2 • If the monitor **Power** button light is lit, but is blinking instead of steady, verify that the monitor video cable is fully connected to the computer. If needed, refer to the Easy Setup poster.

3 • If the computer **Power** button light is blinking, press it once.

4 • If necessary, unplug the computer and monitor, then inspect the monitor cable connector for bent or broken pins.

**My mouse movement is erratic.**
Clean your mouse.

1 • Turn the mouse upside down.

2 • Remove the ring holding the ball in place by turning it counterclockwise.





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3 • Use a lint-free cloth or a cotton swab dipped in rubbing alcohol to clean all moving parts.

4 • Insert the ball back into the mouse and replace the ring, making sure to turn the ring clockwise until it is securely back in place.

**My sound is bad or uneven or my system has no sound.**
1 • Turn up the volume on the keyboard control.

2 • In Windows 98, double-click on the **Volume** icon (located near the clock in the taskbar) to verify that the volume control is up and mute is not turned on, or use the volume knob on your keyboard.

3 • Refer to My Aspire Guide and choose Troubleshooting.

**My system freezes.**
If your system hangs up, or freezes for some reason, you can re-boot (restart) the computer by pressing the **Ctrl+Alt+Del** keys simultaneously. Follow instructions on the screen.

If this does not successfully restart the system, you have another option:

1 • Push the **Power** button on your computer, holding it in for approximately four seconds or until your screen goes dark. This will completely turn off your computer.

2 • Push the **Power** button again to turn the computer back on.

**Note:** Whenever you reboot your system, you will lose any unsaved data.

**My floppy drive won't read my disk.**
1 • Eject the disk from the floppy drive, then reinsert it and try again.

2 • Verify that the disk is correctly formatted. You will lose any data on this disk if you format it.

3 • Verify that the problem is the disk, not the drive, by checking another floppy that you know is valid.

## Troubleshooting–Error Messages

I keep getting one of the following error messages:

**Equipment Configuration Error**
This error occurs when the CMOS settings (see glossary on My Aspire Guide software) have been changed to a configuration that prevents successful boot-up. Press the **Ctrl** + **Alt** + **Esc** keys, after the beep during the boot process, then select Restore Default Settings to restore the original CMOS values.

**CMOS Battery Error**
Call Acer Technical Support.

**CMOS Checksum Error**
Press the **Ctrl** + **Alt** + **Esc** keys, after the beep during the boot process, then select Restore Default Settings to restore the original CMOS values. If the error message continues, call Acer Technical Support.

**Diskette Drive Controller Error or Not Installed**
Call Acer Technical Support.

**Diskette Drive Error**
Diskette may be defective. Verify with a known good diskette.

**Diskette Drive A: Type Mismatch**
Press the **Ctrl** + **Alt** + **Esc** keys, after the beep during the boot process, then select Restore Default Settings.

**Hard disk Controller Error**
Run the Hardware Diagnostics from the System Recovery CD.

**Hard disk 0 Error**
Refer to the My Aspire Guide 'Service Center' section and choose the Maintenance Tools Menu, Scan Hard Drive for Errors. Please contact Acer Technical Support for more help.

**Hard disk 1 Error**
Refer to the My Aspire Guide 'Service Center' section and choose the Maintenance Tools Menu, Scan Hard Drive for Errors.





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**Keyboard Error, No Keyboard Connected or Keyboard Interface Error**

Check that the keyboard is securely plugged into the correct port on the back of the computer.

## Additional Acer Services

**About the Aspire Web Site***

This Internet site has answers for the most frequently asked support questions and offers a searchable database of extensive technical information, new product data and upgrade information. Use it:

- When you can't find the information you need in your manual or online help, and before you call Technical Support.
- When you want to find upgrade information or bug fixes.
- When you're curious about Acer!

*For assistance*

http://www.acer.com/

* requires an account with an Internet Service Provider

**Acer Technical Support**

During the warranty period, should you have a problem with your system or if you think something isn't working, contact Technical Support. Acer Technical Support provides help for warranty related issues, such as a hardware problem.

Before you contact Acer, please take 10 minutes to run the Hardware Diagnostics. This will help us provide you with better quality support.

You can run the Hardware Diagnostics directly from the Acer Service Center or proceed with these five steps:

**1** • With your computer powered on, place the System Recovery CD in the CD-ROM/DVD-ROM drive.

**2** • Go to the Start Menu, and select Shut Down to restart the computer.

**3** • After the computer has rebooted, select Diagnostics.

**4** • Follow the on-screen directions.

**5** • Record all results.

These simple steps will help the Acer technician to better determine the cause of your problem.

For more information on how to get help from Acer Technical Support, please refer to My Aspire Guide software.





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**Disclaimer**

Not all features described in this handbook will be available on all models. Acer is continually updating its products to meet customer needs and hardware and software specifications may vary ftom time to time Please refer to your box label for the specifications for your particular system

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## System Warranty Information

For Limited Product Warranty information, please refer to the following pages.

The Acer warranty does not cover the following

- Acer products purchased from any source other than Acer or its authorized resellers
- All software and hardware not factory pre-installed
- Questions regarding all software, including factory pre-installed software
- Online services, including the Internet
- Damage from misuse, abuse, or neglect
- Coverage for anyone who purchases, leases, or otherwise obtains an Acer computer from the original owner
- Improper installation or use of third-party hardware products
- Modification of the Acer computer
- Product that requires periodic replacement, such as notebook batteries, etc.
- Damage or loss of any programs, data, or removable storage media
- Any consequential damages including lost profits or business

## Limited Product Warranty

Acer, in an effort to provide computers of the highest quality and reliability, subjects all its computers and components to extensive testing and inspection procedures. Acer's manufacturing facilities have been certified to ISO-9000 international quality standards. Before a component can be eligible for installation in an Acer computer offered for sale, it must first pass stringent quality, inspection and testing procedures. Be assured that this Product and its components have mer Acer's highest quality, testing and inspection procedures for new products and are fully backed by Acer's limited warranty.

**A • Acer Limited Warranty**

Acer warrants the Product you have purchased from Acer or from an Acer Authorized Reseller to be free from defects in materials or workmanship under normal use during the warranty period applicable to the Product. The warranty period commences on the date of purchase. Your original purchase invoice (sales receipt), showing the date of purchase of the Product, is your proof of the date of purchase. This warranty extends only to you, the original Purchaser. It is not transferable to anyone who subsequently purchases, leases or otherwise obtains the Product from you. It excludes expendable parts.

During the warranty period, Acer will, at no additional charge, repair or replace defective hardware with factory-refinished parts or products. All exchanged parts and Products replaced under this warranty will become the property of Acer.

In the event the Product exhibits a defect in material or workmanship within the warranty period, Acer will provide the warranty services applicable to the Product.

**B • Registration**

To register, please call the available customer technical support center in your country.

If your product comes with a warranty registration card, please refer to the instructions on the card.

**C • Warranty Limitation; Exclusions; Exclusive Remedies**

This Limited Warranty does not extend to any Product not purchased from Acer or from an Acer Authorized Reseller. The product ("Product") you have purchased may include one or more components previously installed in a product that was returned after sale and possible use. This Limited Warranty also does not extend to any Product that has been damaged or rendered defective (a) as a result of use of the Product other than for its normal intended use, failure to use the Product in accordance with the User's Manual that accompanies the Product, or other misuse, abuse or negligence to the Product; (b) by the use of parts not manufactured or sold by Acer; (c) by modification of the Product; (d) as a result of service by anyone other than Acer or an Acer Authorized Service Provider; or (e) improper transportation or packing when returning the Product to Acer or an Acer Authorized Service Provider; (f) improper installation of third-party products (e.g. memory cards).

This Limited Warranty does not extend to expendable parts. Expendable parts are those items that during the normal course of product usage will require periodic replacement, e.g., printer cartridges, notebook batteries, etc.

Add-on Components (HDD, CD-ROM, Sound Cards, etc.) purchased from Acer and not installed in an Acer system are covered by a limited warranty as defined on the Warranty Card which comes with the component. For components purchased from Acer or an Acer Authorized Reseller and installed in an Acer system which are defined as "Supported" on Acer's Qualified Vendor List, Acer will provide warranty technical support and part replacement service for the duration of the system warranty. The warranty service provided on these supported components will be equal to the warranty service in effect on the system on which the components are installed. Proof of purchase from Acer for all components is required. You may verify what components are defined as "Supported" on the Acer Qualified Vendor List by contacting your Acer Authorized Reseller or Distributor or by calling Acer Technical Support.

Acer is not responsible for damage to or loss of any programs, data or removable storage media. You are responsible for saving (backing up) any programs, data or removable storage media.

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THE USE OR PERFORMANCE OF THE PRODUCT OR ANY ACER-SUPPLIED SOFTWARE THAT ACCOMPANIES THE PRODUCT, EVEN IF ACER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. YOU AGREE THAT REPAIR, REPLACEMENT OR REFUND, AS APPLICABLE, UNDER THE WARRANTY SERVICES DESCRIBED HEREIN IS YOUR SOLE AND EXCLUSIVE REMEDY WITH RESPECT TO ANY BREACH OF THE ACER LIMITED WARRANTY SET FORTH HEREIN.

## FCC Statement

### FCC Class B Radio Frequency Interference Statement

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

**1** • Reorient or relocate the receiving antenna.

**2** • Increase the separation between the equipment and receiver.

**3** • Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

**4** • Consult the dealer or an experienced radio/television technician for help.

**Notice 1:**
The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Notice 2:**
Shielded interface cables, if any, must be used in order to comply with the emission limits.

### Fax/Modem and FCC Compliance

This equipment complies with Part 68 of the FCC Rules. On this equipment is a label that contains, among other information, the FCC registration number for this equipment. You must, upon request, provide this information along with the Ringer Equivalence Number (REN) of 0.8, to your telephone company.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify in advance. But, if advance notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect proper operation of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

The FCC prohibits this equipment to be connected to party lines or coin-telephone service.

In the event that this equipment should fail to operate properly, disconnect the equipment from the phone line to determine if it is causing the problem. If the problem is with the equipment, discontinue use and contact your dealer or vendor.

The FCC also requires the transmitter of a FAX transmission be properly identified (per FCC Rules Part 68, Sec. 68.381 (c) (3)).

## Acer Year 2000 Compliance Statement

This product is Year 2000-compliant and carries the "NSTL Hardware Tested Year 2000 Compliant" logo. This product has been tested both by Acer's internal test labs and NSTL using NSTL's YMARK2000 certification test. These tests certify that the product will successfully make the year 2000 transition.

For more details, check the Acer Year 2000 Resource Center at ttp://wwwacer.com/year2000





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## CD-ROM Safety Warning

DANGER Invisible radiation when open. Avoid exposure to beam.
VORSICHT Unsichtabre laserstrahlung wenn geöffnet. Nicht in den strahl sehen.
ATTENTION Radiation du faisceau laser invisible. En cas d'ouverture. Eviter toute exposition aux rayons.
VARO Avattaessa olet alttiina näkzmättömälle lasersäteilylle älä katso säteeseen.
VARNING! Osynling lasersträlning när denna del är öppnad. Stirra ej in i strälen.
ADVARSEL Lasersträling ved äbning. Se ikke ind i strälen.

CLASS 1 LASER PRODUCT
APPAREIL A LASER DE CLASSE 1
LASER KLASSE 1
LOUKAN 1 LASERLAITE
PRODUIT LASER
CATEGORIE 1

## Caution on Lithium Batteries

CAUTION Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.

ADVARSEL! Lithiumbatteri - Eksplosionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Léver det brugte batteri tilbage til leverandøren.

ADVARSEL Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefalt av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

VARNING Explosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

VAROITUS Päristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda päristo ainoastaan laitevalmistajan suosittelemaan tyyppiin. Hävitä käytetty päristo valmistajan ohjeiden mukaisesti.

VORSICHT! Explosionsgefahr bei unsachgemäßen Austausch der Batterie Ersatz nur durch denselben oder einem vom Hersteller empfohlenem ähnlichen Typ. Entsorgung gebrauchter Batterien nach Angaben des Herstellers.



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